



Natural Resources Conservation Service
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August 14, 2008

WEST VIRGINIA BULLETIN NO: WV360-8-17

SUBJECT: PER – HSPD-12 USDA LincPass – Employee Identification Cards

Purpose: To inform employees of LincPass identification card actions

Expiration Date: This bulletin expires October 31, 2008

ACTION REQUIRED BY: September 26, 2008

West Virginia Bulletin WV-360-8-8 introduced all employees to a new security initiative associated with identification cards entitled LincPass. An overview of LincPass may be found at https://hspd12p.sc.egov.usda.gov/ref_lincpass.html. You are encouraged to review this information to become familiar with LincPass Policy and Procedures.

WV–NRCS has completed the initial stages of LincPass requirements. The next step involves employees obtaining LincPass cards via the process outlined below.

State Office: Employees will receive an automated email message in the near future from HSPD12Admin@eds.com with the subject line “USAccess - Sponsorship Complete”. Follow the instruction listed in the message to schedule your photo appointment. The credentialing center is located in Room 229.

Field Offices: Employees will receive an automated email message in the near future from HSPD12Admin@eds.com with the subject line “USAccess - Sponsorship Complete”. Follow the instructions listed in the message to schedule your photo appointment. Temporary credentialing stations have been established in Beckley, WV and Elkins, WV. If you are unable to schedule an appointment at these sites, you will be required to travel to the Morgantown, WV location.

The LincPass card will eventually be used as part of a two-step process to access the IT network. Laptop computers are scheduled to convert to the new process prior to desktop computers, and have had card readers installed by ITS staff. Employees assigned laptop computers are encouraged to complete the actions listed above by mid-September.



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If you have questions concerning this bulletin or need assistance during the credentialing process, please contact Karen Fitchett at 304-284-7552.

/s/

KEVIN WICKEY
State Conservationist

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